

**SEARCH COMMITTEE MEETING MINUTES
4000 WEST BROAD STREET
RICHMOND, VIRGINIA
JULY 28, 2005, 8:00 a.m.**

PRESENT: John Montgomery, Chairman, Sherry Crumley, Will McNeely, Jimmy Hazel, Marshall Davison, Charles Yates, Richard Railey, Carol Rauschberg, Department of Human Resource Management

The meeting was called to order by Chairman Montgomery at 8:20 a.m. He distributed a memorandum to the Board members establishing a proposed timeline for hiring the new agency director. The memo also referenced traits felt to be important for the next director and the contents were discussed and revised as follows:

1. Vision for fish and wildlife management.
2. Vision for the Department of Game and Inland Fisheries
3. Executive/management experience
4. Experience within the fish and wildlife management profession.
5. Acceptability to VDGIF staff based on input received prior to and during the open recruitment period.
6. Overall experience.

Committee members agreed that reference checks at the appropriate time are critical to the successful selection of the next director (once an applicant is considered a top candidate). Vetting, criminal background and reference checks of top applicant(s). Applicants being considered will be requested to consent to a criminal background check.

Mr. Montgomery suggested changing the proposed time line to allow adequate time to conduct background and reference checks (change 2/01/06 to 3/01/06) and scheduling the second round of interviews between 03/01/06 to 3/15/06. The Committee would attempt to finalize and announce the selection of the new director by March 20. The proposed employment date for the new director would be mid-April.

The Department's Human Resource Manager will announce the director's job vacancy and the announcement date will be coordinated with Mr. Montgomery (adjusted as necessary to meet the overall timeline requirements). Candidate applications will be sent to the Department of Human Resources Management where they will be retained and eventually shared with all members of the Board.

Committee members agreed that an appropriate scoring criteria and a compensation package needs to be developed with input from Human Resources Management. They also agreed that salary and benefits information did not have to be included in the vacancy announcement.

Future tasks assigned include the requested revisions to the recruitment guidance memorandum, and the Chairman will work with the Department's Human Resources Manager to insure that the vacancy announcement is posted. The next meeting of the Search Committee will be August 18, 2005 at 8:00 a.m.

As there was no further business, the Committee meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Belle Harding
Recording Secretary